



ezFedGrants Agreement eSignature

Job Aid



Before You Begin

This document explains how Signatory Officials (SOs) and Grants Administrative Officers (GAOs) can digitally sign agreements and amendments in the ezFedGrants External Portal. In addition to SOs, GAOs will also see eSignature cases related to Agreements and Amendments needing digital signatures in their Actionable Items list. This allows GAOs, not just SOs, the ability to sign off on agreements and amendments on behalf of your organization.

You Will Need

- An eAuthentication/Login.gov Verified Identity Account
- The Grants Administrative Officer or Signatory Official role in ezFedGrants
- An agreement or amendment that is pending your signature.

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Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.



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Getting Started

Launch the ezFedGrants External Portal from the [OCFO ezFedGrants website](#) and log in with your Login.gov verified identity account. GAOs and SOs have access to agreement e-signature cases when the application is approved.

For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [eAuthentication/Login.gov FAQs](#).

Complete Signature Work Item

1. Locate the agreement you want to sign in the **Actionable Items** section of the **Home** screen. Click the **Case ID** link to open the agreement.
2. Your **Actionable Items** will display eSignature cases to GAO's and SO's allowing you to sign off on behalf of your organization.

Case ID	Transaction	FAIN	Status	Last Updated
ESIG-14331	Electronic Signature		New	3/12/26
ESIG-11331	Electronic Signature		New	10/21/25



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3. On the **Agreement** screen, review the agreement documents.

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United States Department of Agriculture
Foreign Agricultural Service
AWARD FACE SHEET

1. FAIN FX170200-10.G027	2. Amendment FAIN	3. Authority	4. Type of Instrument Grant Agreement
5. Type of Action New	6. Proposal Number APP-4022	7. CFDA Number 10.960	8. DUNS Number 0012345
9. NOFO Number	10. Period of Performance 01/13/2017 through 01/31/2018	11. Budget Periods 10/01/13 through 09/31/2014	
12. Agency (Name and Address) Foreign Agricultural Service Pat Carney 1400 Independence Ave SW Washington, DC 20005		13. Recipient Organization RUTGERS THE STATE UNIVERSITY OF NEW JERSEY RESOURCE FOUNDATIONSCHOOL OF AGRICULTURE 34 RUTGERS PLAZA NEW BRUNSWICK, NJ 08901-8559	
14. Program Point of Contact: Alex Simko (111) 222-2332	Administrative Point of Contact:	15. Project Director/Performing Organization app pro1001 (123) 456-7890	

4. After reviewing the agreement documents, scroll down to the **Decision** section and select the appropriate option from the **Please select an option** dropdown menu:
- **Sign:** There are no issues and you are ready to sign to agreement.
 - **Reject:** Something needs to be corrected before your organization agrees to sign the agreement.

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16. Program Name Technical Agricultural Assistance - OASA	17. Project Name NRCS Enterprise eSign - Demo
18. Approved Budget a. Personnel \$ b. Fringe Benefits \$ c. Domestic Travel \$ d. Foreign Travel \$ e. Equipment \$ f. Supplies \$ g. Contractual \$ h. Printing \$ i. Other \$ j. Total Direct Cost \$ 0.00 k. Indirect Costs \$ 0.00 l. Non-Federal Funds \$ 0.00 m. Total Funds \$ 0.00	19. Current Budget Period Information a. Amount of this action (Federal Share) \$ 0.00 b. Funds Previously Obligated \$ 0.00 c. Federal Share of Total Approved Budget \$ 0.00 d. Total Approved Budget \$ 0.00 20. Terms and Conditions

PROJECT DESCRIPTION

Decision:

Please Select An Option ▼

5. If you selected **Reject**, enter rejection comments in the **Reject Comments** box and click the **Submit** button.
- If you selected **Sign**, you must click the **Legal Notice** button, check the checkbox on the **Legal Notice** screen to accept the Legal Notice, click the **OK** button, and then click the **Complete Signature** button.

Decision:

Please Select An Option ▼

Acceptance of the terms described below upon clicking "Legal Notice" is required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

Complete Signature



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See Also

Job Aids

- [Using ezFedGrants – The Basics Job Aid](#)
- [ezFedGrants External Portal User Roles Quick Reference](#)

Need Help?

Contact the ezFedGrants Help Desk at ezFedGrants-cfo@usda.gov.

Version Control

Date	Changes Made
Mar. 2026	Added Self-Certify button
Feb. 2025	Added Login.gov references and hyperlinks
Mar. 2022	Updated email Updated the “See Also” section
Jan. 2022	Removed Level 2 reference and updated OCFO website link.
Sept. 2019	Initial Document Created